

LUNENBURG PLANNING BOARD TOWN OF LUNENBURG

Damon McQuaid, Chair
Matthew Allison, Vice Chair
Kenneth Chenis, Clerk
Gregory Bittner
David Prokowiew



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Adam R. Burney
Land Use Director

Minutes
August 24, 2015

Meeting Posted: Yes

Place: Town Hall, 17 Main Street, Lunenburg, MA

Time: 6:30 PM

Present: Damon McQuaid, Matthew Allison, Kenneth Chenis, Gregory Bittner, David Prokowiew, Adam R. Burney

ANRs:

466 West Townsend Road- Presented by property owner Edmond McSweeney. Existing house on Lot 1 with new septic and well. Plan will create Lot 2. M. Allison raised the topic of the ANR Plan process, noting that plans submitted sometimes do not contain all the information required by Section 3.2. of the Rules and Regulations Governing the Subdivision of Land. D. McQuaid requested the ANR process be placed on a future Board agenda for discussion. Plan accepted for review.

90 West Townsend Road- Presented by property owner Edmond McSweeney. Plan accepted for review.

PUBLIC HEARING: 274 Prospect Street- see separate minutes

Minutes Approval: Motion to sign minutes with amendment, M. Allison, Second, G. Bitter, all aye excepting D. McQuaid who was absent. 08/10/15 minutes signed.

COMMITTEE REPORTS:

Building Reuse Committee- Met August 17th to review RFQ responses for study of Town buildings.

Capital Planning Committee- Meeting scheduled for September 8th, 4:30 PM.

Agricultural Commission- Met August 20th. Still discussing location of Right-to-Farm signs.

MJTC- Next meeting in September.

MRPC- CPTC (Citizen Planner Training Collaborative) planning October and November planning workshops. D. Prokowiew and G. Bittner plan on attending.

Open Space Ad Hoc Committee- No meeting scheduled.

School Building Committee- Met August 14th. Project 45-50% complete. Discussed adding a grounds garage.

Green Community Task Force (GCTF)- No meeting scheduled.

DEVELOPMENT STATUS REPORTS:

Definitive Subdivision, 50 Elmwood Road- Lot 5- septic and garage doors installed and under agreement. Lot 2 is a model.

Tri Town Landing- Decks completed, hallway drywall completed. Stormwater system installed and inspected. Developer wants to install a second maintenance shed/bike parking combination. May have to come to Board for minor modification, which they would be able to do without a public hearing.

274 Prospect Street- See above.

DIRECTOR'S ITEMS:

339 Electric Avenue- Application received for Leominster Monument site. Public Hearing scheduled for September 14th. Special Permit granted by Zoning Board of Appeals (ZBA) in 2009 has expired. Applicant has to appear before the ZBA.

Bylaw Updates- Board reviewed changes made to Site Plan Approval as a result of discussion at the previous Board meeting. A. Burney will make changes and Board will re-review at its September 14th meeting. Discussion included, but was not limited to, D.2) Driveways and Curb Cuts, adding dark sky compliant to D.9) and E.11), discussion on creating a lighting bylaw. A. Burney will put together a draft rules and regulations booklet for Board review for the end of September encompassing site plan approval and special permits.

Section 6.1.- Tabled to beginning October. A. Burney distributed a sample parking bylaw to Board members and suggested they also look at parking bylaws of other communities.

NOTICES & COMMUNICATIONS: Noted

MEETING SCHEDULE:

September 14 – hearings for Highfield Village and 339 Electric Avenue

September 28

BOARD COMMENT/CONCERNS:

G. Bittner-

- Noted that at the last Board meeting the Board voted to waive the ANR Plan resubmittal fee for Easter Brook Road. He opined that in the future the Board should not make that decision until an ANR has been re-submitted due to possible lengthy time lapse between initial submission and resubmittal.
- Noted having the Building/Zoning Official following up on the enforcement of Board conditions for site plan approvals.
- Noted an upcoming community fair at which the Town has requested a booth to publicize individuals becoming involved in Town government.

M. Allison noted he had sent an electronic mail to the Town Manager and the DPW Director regarding Bay State Roads Program and strongly recommended that at least one Town staff member attend.

D. Prokowiew asked for Board feedback as to resolving issues when the Board is in receipt of what could turn into a contentious application. Board members noted they have to decide between what is legal and what is desirable; also to let the citizens know they have been heard and the Board will do what they can to address the issues.

Motion to enter into Executive Session, not to return to Regular Session. M. Allison, Second, K. Chenis, all aye.

ADJOURNED: 9:37 PM

Documents used at meeting:

Minutes 08/10/15

ANR Plan, 60 West Townsend Road

ANR Plan, 466 West Townsend Road

Site Plan Approval working document